

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 29, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-24

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for December 2016

Attached is the calendar detailing the December 2016 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks, and transmission of direct deposit payments, during this holiday period:

- Requests for reversals for pay periods 25 2016 and prior must be sent to OSUP by December 07, 2016. Requests received after this day will not be processed until after the 2016 W-2s have been completed.
- Off-cycle closes at 5:00 p.m. on Wednesday, December 14, 2016 and will remain closed until Wednesday, December 21, 2016.
- **Off-cycle will close on December 22, 2016 at 4:00 p.m. and remain closed until January 4, 2017 due to year-end processing and holidays.**
- Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for December 23, 2016 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website: http://www.doa.la.gov/OTS/Human_Resources/hr_reports_chart.pdf.
- OSUP will only accept reversal requests for complete overpayments and incorrect bank accounts on Tuesday, December 20, 2016 and Wednesday, December 21, 2016 for the December 23, 2016 payday. Reversal requests will be sent to the

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bank to request funds back and the agency must have an off-cycle correction stored by 4:00 p.m. on Thursday, December 22, 2016.

- Off-cycles completed for the December 23, 2016 payday will be transmitted on December 22, 2016. Off-cycle checks saved on December 22, 2016 will be mailed on December 22, 2016.
- January 2, 2017 is a state holiday and payroll calc Monday. Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll is processed accurately.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:BPB/par

Attachment: [December 2016 LaGov HCM Holiday Processing Calendar](#)